



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS & PUBLIC AFFAIRS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 2 to the Request for Proposals (RFP) K18-0055-84 District Court Re-Entry Program Coordinator

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by the procurement officer and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

- 1) **Question:** When is the contract likely to start and how long is the contractor's selection process likely to last (SOW section 4.4.2)?
Response: Please see RFP Section 1.4 Contract Duration for terms. The Contract resulting from this RFP shall begin upon the initiation of contract execution and extend for a base period of (1) one year. We do not have a time line on the selection process.
- 2) **Question:** What is the primary place of performance for this contract; specifically, where should the contractor resource (CR) report to? There are four places listed under SOW section 2.6.4 and in general terms, Attachment A (9) refers to "the State of Maryland," as the place of performance.
Response: Please see RFP Section 2.6.4 Place of Performance. All work shall be performed at the District Court of Maryland, Baltimore City located at 5800 Wabash Avenue; 1400 East North Avenue; 501 E. Fayette Street; 700 E. Patapsco Avenue, Baltimore, Maryland, unless otherwise authorized with approved travel to court locations, justice partners, re-entry organizations, new organizational partners, and community meetings within Baltimore City. Attachment A is just an example of the standard contract that is completed once the project has been awarded.
- 3) **Question:** When CR is on-site, as defined in SOW 2.7.1, will the District Courts provide CR with a desk to perform his or her work in each of the four locations or will this workspace be designated to one specific location? If so, which one?
Response: Please see RFP Section 2.7.1 For any location appropriate workspace shall be provided to the Re-Entry Program Coordinator when on-site.
- 4) **Question:** What are some examples of program activities mentioned under SOW section 2.2.5?
Response: We have google documents and spreadsheets we keep in 5 different areas so it's maintaining those on a daily basis.

- 5) **Question:** What are some examples of local service networks and resources? See SOW section 2.2.13
Response: Experience in basically knowing & working with local (Baltimore City) agencies, non-profits. Basically being a hunter/gatherer/team player. Person needs to be super independent!
- 6) **Question:** SOW section 2.6.5 implies travel requiring overnight trips. Is there any travel estimated to take place outside the city of Baltimore? If so, what is the average number of days per trip and how many trips are likely to take place during the year?
Response: Please see RFP Section 2.6.5 Travel. Contractor may be expected to travel to court locations, justice partners, re-entry organizations, new organizational partners, and community meetings within Baltimore City. Mileage, toll reimbursements, parking, lodging, and per diem should be included in the price quote (fully loaded hourly rate). Travel would be on a TBD basis.
- 7) **Question:** For budget purposes and for purposes of accounting time off, the federal government observes 10 holidays, but what is the number of holidays observed by the District Courts in Baltimore, Maryland.
Response: 12 Holidays
Monday, January 1, 2018 New Year's Day
Monday, January 15, 2018 Dr. Martin Luther King, Jr.'s Birthday
Monday, February 19, 2018 Presidents' Day
Monday, May 28, 2018 Memorial Day
Wednesday, July 4, 2018 Independence Day
Monday, September 3, 2018 Labor Day
Monday, October 8, 2018 Columbus Day
Tuesday, November 6, 2018 Election Day
Sunday, Nov 11, 2018 (Observed on Monday, Nov 12, 2018) Veterans Day
Thursday, November 22, 2018 Thanksgiving Day
Friday, November 23, 2018 American Indian Heritage Day
Tuesday, December 25, 2018 Christmas Day
- 8) **Question:** For budget and consistency purposes, what is the estimated billing hours to derive the fully loaded hourly rate for each year? On page 17 of the SOW, section 2.6.7, the NTE hours for billing purposes is defined as 2040; that is, if the CR takes no time off at all during the year.
Response: The Project Director must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year. Respondents shall submit a detailed budget inclusive of all costs elements with administering this project to include travel costs (mileage, lodging, meals, parking), training equipment. This includes salary/hourly rate, administrative costs, and all other costs associated with providing a full-time Re-Entry Program Coordinator. Costs shall be firm for the term of the contract.
- 9) **Question:** Could you please clarify if the SOW section 2.6.7 implies that this RFP is likely to have authorized overtime billable over 40 hours per week and for hours worked prior and after normal operation hours or will hours be billed at a straight hourly rate?
Response: If applicable Preferred hours of work are the normal operational hours of 8:30 am to 5:00pm (EST) Monday – Friday, with the flexibility to extend the coverage hours to meet deadlines and attend meetings. The Project Director must approve work prior to or after normal operation hours, not to exceed 2,040 hours per year.

10) Question: Attachment E requires a firm-fixed price for the base year and one for the optional year, should the format be changed to provide the fully loaded hourly rate corresponding to each year?

Response: No, please provide what is requested on the price proposal sheet Attachment E.

11) Question: Per SOW section 2.6, could you please clarify if the Contract Manager is also the project manager directing and controlling resources for the District Re-Entry Project (DCREP), including the contractor's resource?

Response: Yes.

12) Question: If approximately thirteen organizations participate in the DCREP program where is the home base (physical address) for the DCREP project?

Response: Please see RFP Section 2.6.4 Place of Performance. All work shall be performed at the District Court of Maryland, Baltimore City located at 5800 Wabash Avenue; 1400 East North Avenue; 501 E. Fayette Street; 700 E. Patapsco Avenue, Baltimore, Maryland, unless otherwise authorized with approved travel to court locations, justice partners, re-entry organizations, new organizational partners, and community meetings within Baltimore City.

13) Question: Please clarify, is the sub-recipient in SOW section 2.2.15 the contracting company or is it the contractor's resource or someone else in the District Courts?

Response: Please see RFP Section 2.2.15 The contracting company throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR). A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedures for SAM can be found at www.sam.gov.
Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.

Date Issued: January 29, 2018

Issued by: April Molley, Procurement Officer